



**DESIGN REVIEW BOARD – ROOF REPLACEMENT APPLICATION**

**Minor Modification:**       **Replace Roof**      Date: \_\_\_\_\_

**SITE INFORMATION:**

Street Address: \_\_\_\_\_

Neighborhood: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Filing: \_\_\_\_\_

**DESCRIPTION OF REQUEST:** \_\_\_\_\_

Brand: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

Shake Profile: \_\_\_\_\_

Installation Type: (*circle one*):    Straight    Staggered    Other: \_\_\_\_\_

**OWNER INFORMATION:**

Property Owner(s) Name: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PRIMARY CONTACT/ OWNER'S REPRESENTATIVE:**

Primary Contact / Owner's Representative: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**ENCLAVE APPROVAL (if applicable):**

**Enclave Community:** \_\_\_\_\_

**HOA President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions of Approval:** \_\_\_\_\_

**DRB Reviews & Decisions:**

- All seeking DRB approval must be current on all dues and/or fees related to DRB, Cordillera Property Owners Association and the Metropolitan District.
- Only complete applications will be accepted. No item will be scheduled for DRB review unless an application and all required submittal items are received.
- Submission Requirement Lists, Design Guidelines and Construction Rules and Regulations may be found on the Cordillera website: <https://cordilleraliving.com/services/design-review-board/>
- Please refer to the Review Fee worksheet for applicable fees.
- Cordillera DRB approvals are valid for one year. If approval should lapse, an application, including all submittal requirements, must be resubmitted to the Community Development Administrator for review and approval.
- Contact Community Development Administrator with questions: [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com) (970) 855-2658.



**Replacement-Roof Project Submission Requirements:**

1. Completed **Roofing Application signed** or E-signed by the property owner.
  - a. If you live in an Enclave, HOA approval is required prior to DRB Review and must be confirmed by including an HOA Representative’s signature on your application.
  - b. Enclave project review requirements may vary from Cordillera DRBs submission requirements.
2. Provide **\$300 Design Review Fee**.
  - a. Pay by credit card: Payment can be made via your Homeowners Portal on CiraNet. Credit card payments will be charged a processing fee of 2.95%. Please notify [drb@cordillerapoa.com](mailto:drb@cordillerapoa.com) if you plan to pay online.
  - b. Pay by check: Checks should be made payable to Cordillera Property Owners Association (CPOA) and mailed or delivered to this address: Cordillera DRB, 360 Carterville Road, Edwards, CO, 81632. Include a copy of the application with your check. Office hours: Monday–Friday, 8:30am–4:30pm.
3. **Images** of each side of your home’s exterior including the existing roofing and existing exterior finishes on the home. Please provide images without snow on the roof.
4. Provide proposed **roofing material manufacturer’s product information sheet** (spec sheet) to include the following information. If it is not a preapproved DRB roofing material, a physical sample may be required to be provided.
  - a. Brand
  - b. Finish Color
  - c. Shake Profile (Multi-Width, Single-Width, Select etc.)
  - d. Fire Rating

**Helpful Roofing Information:**

- A building permit is required prior to commencing any re-roofing in Eagle County. You may find out more information about getting a building permit from Eagle County at: <https://www.eaglecounty.us/building/permits>.
- The DRB approves DaVinci, CeDur and Brava materials currently as long as they conform to the Cordillera Design Guidelines. All other materials are reviewed on a case by case basis, but it is recommended that comparable product submissions be Class A, High UV, and have a similar aesthetic to approved products.
- Cedar shake roofs, glazed tiles, ceramic tiles, asphalt shingles and fiberglass shingles are not permitted.
- Please refer to the Cordillera Design Guidelines for roof color and material requirements. The Ranch, The Divide, The Summit, The Territories and individual Enclave HOAs all have different requirements.
- Roof contractors are required to follow the Cordillera Construction Rules and Regulations.